

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Department of Commerce **Division:** Public Staff-Utilities Commission

Budget Code: 4600 **Center Title:** _____ **Center Number:** 2221

***** Position Information *****

Proposed Classification: Processing Assistant V **Proposed Salary Grade:** 61

Salary Range: \$24,101 - \$35,412. **Proposed Effective Date:** 05/04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 7,076,911	\$ 38,000
Receipts	_____	_____
Appropriation	\$ - 0 -	\$ - 0 -

Funding Source(s): Public Utility Regulatory Fee Fund established by G.S. 62-302

Justification for Position (including description of duties and responsibilities):

The primary purpose of this position is to perform office duties necessary to support the work of the Transportation Division of the Public Staff—NC Utilities Commission. Much of the work includes independent review and evaluation of documents submitted by household goods carriers. Additional duties include answering telephone calls for the division's published telephone number, providing information to the public about the division's jurisdiction, processing records and reports, maintaining Access databases of carrier contacts and carrier's annual reports. Other duties include composition of letters, assisting in preparation of the division's section of the Public Staff's annual report, and preparing budget authorization and reimbursement requests for employee travel.

The Processing Assistant is needed to meet an increased workload and new responsibilities resulting from changes in regulatory oversight of the household goods (HHG) moving industry by the NC Utilities Commission. Effective January 1, 2003, the Commission implemented a combination of expanded jurisdiction and relaxed entry. In addition, the Commission now issues a Maximum Rate Tariff (MRT) governing household goods moves. The Division's telephone number appears on documents mandated by the Utilities Commission and this has increased the number of calls and letters from customers. A greater number of carriers of household goods are now under Commission jurisdiction and this has increased the workload of this division. In addition, the division has implemented educational training classes to carriers to ensure compliance with Commission rules and regulations that increased the resources needed for the division. The Public Staff has employed a temporary employee to do the duties of this position for the past eleven months.

Statutory Reference for Request

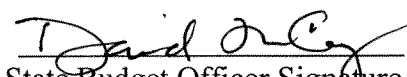
Presentation to be made by

Shannon Hobby, Chief Fiscal Officer

Department of Commerce

Title


Agency Head Signature


State Budget Officer Signature

OK
Herman Chish
4/7/06